

Superior Court of California

County of Siskiyou

311 4th St, Room 206 Yreka, CA 96097

(530) 842-8182 Fax (530) 842-8339



Request for Records/Search/Copies (a separate form required for each search request)

Before your request will be processed, payment must be received as well as a self-addressed stamped envelope. Please check the box for the case type of your search request.

Date: _____ ☐ Criminal ☐ Civil ☐ Family Law

Name, Address & Telephone #:

Please provide the following information, so we may process your request:

1. Case Number (if known) _____
2. Name _____ Date of birth: _____
3. The date of violation/arrest _____
4. Location of arrest _____
5. Charges _____
6. Name the documents you need copied (ex., Complaint, Judgment, Order for Dismissal, Minute order dated on _____, and Plea Waiver.)

☐ Self addressed, stamped envelope attached

☐ Check or money order enclosed

Possible Fees and Authority Follow Below:

Preparing a copy of any record, proceeding or paper on file (per page)
Search fee, if over 10 minutes

GC 70627(a)	\$0.50
GC 70627(c)	\$15.00

The following are additional to copies:

Certifying any copy of paper, record, or proceeding on file

GC 70626(a)(4)	\$ 25.00
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Exemplification of record or other paper on file

GC 70628	\$20.00
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Document authenticated pursuant to court order (per signature)

GC 70629	\$15.00
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If you do not know how many pages your document will be, you may wish to send a check made payable to “Superior Court Siskiyou County” with the dollar amount blank and write on the check at the bottom “not to exceed” whatever amount you estimate your total will be. Please contact the court to learn if there is a balance owed. Most requests will be processed within 10 working days, after we have received your request and proper payment.

To assist us in conducting the search, you may go to the Court’s web site, www.siskiyou.courts.ca.gov, run a case search on your name, and identify your case number, if your case was started 1995 or later. Once in the case scroll through the proceedings. Each proceeding is either a court hearing date, a document filed with the court or a date when an action took place. This will give you an idea of how many documents you might want to request.

If you are requesting documents for a licensing agency or because you have applied to become a U.S. Citizen, it is likely you will need certified copies. Be sure to ask the agency requesting you provide this information exactly what documents are needed and if certification is required. The clerk will not determine what documents are required.

The Court does not provide copies of police reports.